



### **Procter Center Harvest Fest Craft Show**

Location: 11235 St. Rt. 38 SE, London, OH 43140

Event Organizer: Danielle Vogel

Phone: 740-206-2036

Email: [dvogel@proctercenter.org](mailto:dvogel@proctercenter.org)

#### **What can be sold:**

All producers must sell only items that they themselves have made. No commercially made items.

The bulleted items below for vendors will be referred to in the document as products.

**Artisans:** products may include, but are not limited to:

- soaps,
- baked goods,
- jewelry,
- pottery,
- carvings,
- garden accessories,
- textiles, and
- hand crafts made by the vendor.

#### **Event Date and Set-up:**

Rain or shine, the Craft Show will take place on Saturday, October 5, 2024, 2:00pm to 5:00pm. Set-up is available the evening before, or vendors may begin setting up at noon, the day of the event. After your set-up is complete, please park in the upper lot, closest to Blanchard Commons, the cottages. Please, no early tear down of set-up.

#### **Wi-Fi:**

Free onsite Wi-Fi available for point-of-sale needs.

#### **Event Details:**

The Craft Show will coincide with Procter's Harvest Fest Event. Procter grounds will be full of activities, tours, live bands, and light food from our Dining Hall.

#### **Event Space:**

Offering a spacious event room, with natural light, large enough to easily accommodate 200+ guests, leading into an outdoor event space, which is shaded, on brick pavers. Each vendor space will be approximately 8'x8' spacing and include up to two chairs. The doors connecting the indoor and outdoor spaces are the same doors guests must go through to get to the Dining Hall and restrooms. Parking is a quick step over a gravel drive, and a ramp and sidewalk make hauling supplies and inventory easy.

The event space is not liable, nor responsible, for any loss or damages of vendors' products or displays.

**Vendor Fees:**

Fee per 8x8 foot space, \$20  
Fee per space, plus electricity, \$25  
Fee per space, plus table, \$25  
Fee per space, plus table, plus electricity \$30  
Parking, free

Please consider donating an item for our raffle baskets.

After completing the online Craft Show Application, the accepted vendor will receive an online invoice. All fees must be paid in full to secure your spot during the day of the event.

**Cancellations:**

Vendors may cancel their reserved spot until September 14, 2024 for a full refund. After 11:59pm on September 14, 2024, vendor cancellations will not be refunded.

**Marketing:**

Procter Center will be advertising this event through their four popular social media platforms, their monthly newsletter, plus print material, viewable in London, OH.

**Event Clean-up:**

Vendors, at the end of the day, are responsible for the removal of all refuse. Vendors are required to leave the space as clean as they found it. Brooms and vacuums are available, if needed. All spaces must be completely cleared by 6:30pm, Saturday, October 5, 2024.

**Licensing/Labeling Requirements:**

If you sell a product on which sales tax is collected, you are required to obtain a vendor's license. Please provide a copy of this license to Danielle Vogel or attach to your Craft Show Application.

Vendors selling processed foods that do not fall under the Ohio Cottage-Food Law, such as meat, eggs, and dairy, must meet all licensing requirements and present a copy to Danielle Vogel. All items must be properly labeled according to the licensing requirements.

Violation of any of the above Procter Center Spring Craft Show terms and conditions may cause forfeiture of the right to continue as a vendor.

**By completing the online Procter Center Harvest Fest Craft Show Application, you indicate that you agree to participate in the Procter Center Harvest Fest Craft Show in accordance with the terms and conditions described herein.**

Thank you! We look forward to working with you to have a successful event!